

September 25, 2009

HR09-065

**NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.**

**OPEN TO:** All Interested Candidates

**POSITION:** ADMINISTRATIVE MANAGEMENT ASSISTANT

**POSITION NO:**

**OPENING DATE:** September 25, 2009

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-5 is confirmed by Washington)

\*Ordinarily Resident: GH¢14,003 p.a. (Starting salary)  
(Position Grade: FSN-9)

**LENGTH OF HIRE:** Indefinite

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of an **ADMINISTRATIVE MANAGEMENT ASSISTANT** in the Public Affairs Section of the Embassy.

**BASIC FUNCTION OF POSITION**

The incumbent serves as the senior FSN advisor to the Public Affairs Officer (PAO), the Cultural Affairs Officer (CAO), and the Information Officer (IO) on post administrative and financial management and is responsible for overseeing routine office operations for this medium- sized post. He/she prepares all administrative documents and reports for the Embassy's Budget & Finance office (B&F). In addition, the incumbent coordinates all PAS administrative activity, serves as sub-cashier.

Under the supervision of the PAO, the incumbent provides the operating data on financial and administrative feasibility, to support the post country plan, to determine the feasibility of

proposed changes to existing program operations from the standpoint of funds, program and administrative support, and the coordination of all logistical support.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. University degree in business administration, financial management, or a field related to administration management.
2. Three to five years of progressively responsible experience in the administration or management fields, particularly as related to the Communication, Educational and Cultural fields.
3. Level Four (fluent) Speaking/Writing/Reading English.
4. Ability of coordinate with American officers and educational and cultural personnel on program development as well as ability to supervise, plan expenditure and reprogramming of funds.
5. Able to deal effectively with Embassy and host country government officials.
6. Excellent Microsoft applications skills.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are

ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (SF-171 or OF-612); or
2. A current résumé or curriculum vitae that provides the same information as an OF-612.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

## **NOTE:**

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. **Hard Copy Applications submitted through any other office will not be accepted.** You may apply on-line using the [AccraHRO@state.gov](mailto:AccraHRO@state.gov) email address. **This is the preferred means of applying for a position with the American Embassy.** Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. [http://ghana.usembassy.gov/job\\_opportunities.html](http://ghana.usembassy.gov/job_opportunities.html)
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

## **SUBMIT APPLICATION TO:**

Human Resources Office  
Through the Mailroom, Chancery  
American Embassy, Accra  
P.O. Box GP 194  
Cantonments – Accra

## **POINT OF CONTACT:**

Telephone: 021-741000  
Fax: 021-741389  
E-mail: [AccraHRO@state.gov](mailto:AccraHRO@state.gov)

To get a copy of this vacancy announcement, please log on to our website at:

[http://ghana.usembassy.gov/job\\_opportunities.html](http://ghana.usembassy.gov/job_opportunities.html)

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

## CLOSING DATE FOR THIS POSITION: Until Filled

*The U.S. Mission in Accra, Ghana, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*